

Student Rights & Responsibilities Intern



SRR Intern
Job Description

Lewis & Clark College

Templeton 321
srr@lclark.edu
503.768.8181

Purpose	<p>To prepare for a career in Student Affairs</p> <p>To develop mediation and resolution skills</p> <p>To gain global perspective on organizational processes</p>
Role	<p>Assist with special projects</p> <p>Convene the Committee on Rights & Responsibilities</p> <p>Provide student perspective in conduct processes</p>
Duties	<p><i>The intern works approximately 10 hours a week, and performs the following duties:</i></p> <p>Convenes regular meetings of the Committee on Rights & Responsibilities</p> <p>Serves as chair of the Student Rights & Responsibilities Board</p> <p>Organizes Informal Resolution meetings with Committee members and students</p> <p>Develops content for and facilitates on-going training for Committee members</p> <p>Assists with Student Rights & Responsibilities projects</p> <p>Participates in the Student Life Division Internship Cohort</p> <p>Attends Student Rights & Responsibilities Staff meetings</p> <p>Writes reports outlining proposed improvements to College policy and conduct processes</p>
Requirements	<p>Full time student in good academic and disciplinary standing</p> <p>Must live on campus</p> <p>At least 2.5 cumulative GPA</p>
Preferred Qualities	<p>Prior service as member of the Peer Review Authority, the Student Rights & Responsibilities Board, or as a Resident Advisor</p> <p>High level of administrative competence</p> <p>Facilitation skills and attention to detail</p> <p>Ready to accept and work with changing conditions</p>
Compensation	<p>Double room rate credit to your student account towards your on campus housing</p>
Reports to	<p>Director of Student Rights & Responsibilities</p>
Further Information	<p>Charlie Ahlquist, 503.768.7770, charlie@lclark.edu</p>